

SOPHIA COLLEGE, MUMBAI

*e***HANDBOOK**
2020 - 2021



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THIS HANDBOOK BELONGS TO

Name

Class / Department

Division

Roll Number

Students are requested to fill in this information as it will be useful and necessary, to maintain contact with your teachers, as we explore new ways to communicate in the present circumstances.

No.	Subject/Course & Code	Teacher/s (Name, Email, Contact no.)
1		
2		
3		
4		
5		
6		
7		
8		

The **Academic Year 2020 - 2021** will continue with a blended mode of teaching and learning. It is certain that we will need to continuously adapt to situations that's are quite fluid. There will be plenty of scope for **self-learning with support from teaching staff, experts and various e-resources**. Plans related to these keep evolving; much depends on the situation in India, Maharashtra and more specifically, in our city.

Understandably, some events and activities that would ordinarily have taken place on campus and in-person, may have to be continued exclusively in the online mode (via platforms like Google Classroom, Zoom, Email, WhatsApp, Facebook, Instagram etc.). 'In-person' sessions (lectures, practicals, presentations, tutorials etc) are likely to commence; all precautionary measures will be taken by the college as by directives from the Government and other local authorities, for the health and safety of all persons.

We will be required to strictly adhere to the guidelines for educational institutions as regards term dates, contact sessions, practical work, tests, examinations, Covid-protocol, safety measures etc. Each one of us will have to ensure our personal safety not just for ourselves but in the interests of the wider community. This will necessarily mean adjusting our social lives to an extent.

Each of life's challenges provides us with new opportunities to learn, grow and reinvent ourselves. This one will, too.

Best wishes for a safe and healthy year.

Welcome to Sophia

The Religious Society of the Sacred Heart, (RSCJ), France, founded by Madeleine Sophie Barat, established Sophia College in 1940. The college is a Christian Minority institution that is managed by the ‘Society for the Higher Education of Women in India’ (SHEWI Trust).

Sophia College got affiliated to the University of Mumbai in June 1941. The Junior College section was started in 1977. The college celebrated its Platinum Jubilee recently, in 2017.

After obtaining an ‘A’ Grade rating three-times in a row (see the back cover) Sophia College was granted *academic autonomy* by the University Grants Commission in June 2018. This enables us design curricular experiences for undergraduate and post-graduate programmes, though the degrees continue to be awarded by Mumbai Vidyapeeth. Sophia College (Autonomous) offers Bachelor degree programmes in Science, Information Technology, Strategic Communication & Journalism and Arts; MA in Gender Studies, MSc in Biochemistry, Chemistry, Life Sciences and Microbiology; PG Diploma in Clinical Analysis & PG Diploma in Quality Assurance; and PhD in Applied Biology.

Currently, we have over 3,000 students collectively, in Junior and Senior College. At the Jr. College and UG level we continue to cater to exclusively to girls/women; however, few men are admitted to our PG programmes.

An effort to get involved with the overall growth and well-being of our students is a goal that we strive towards; this being one means by which our educational vision is taken forward. A core principle of the college is the persistent search for wisdom, through a comprehensive education that is relevant for the present and the future. Diversity on Sophia campus should sufficiently motivate you to engage with, appreciate and benefit from its heterogeneity.

It is our hope that through your varied experiences here in Sophia College, you will find meaning, and that your lives may be positively transformed. *With all good wishes!*



CREST

The design of the crest has an Indian aura in keeping with our ethnic artistic traditions. A circle of pearls, symbolising wisdom, constitute the outer edge; followed by a *lotus* blossom design – symbolic of purity. The lotus is a motive of a truth-seeker who overcomes all obstacles to accomplish wisdom. At the heart of the crest lies a tree with root upwards, symbolic of life and growth, strength and shelter.

MOTTO

The motto is “*Urdhva Mula*” i.e. roots upwards, a reminder that our source is God – in whom all our efforts, hopes and ideas are founded. This, for many, provides hope and courage when confronted with the challenges of human experience.

THEME FOR THE YEAR 2020 - 2021

Hope, Courage & Resilience

EDUCATIONAL GOALS

*Sophía is essentially a women's college
committed to the integrated development of women
for individual and societal transformation*

1	To enable each student to develop one's full intellectual potential through a focused academic experience that is simultaneously rich, extensive and collaborative.
2	To offer students scope for critical thinking and discernment, leading to the development of value-based convictions .
3	To help students develop a degree of self-reliance and determination to respond with courage and sensitivity to personal and social issues.
4	To generate among students an awareness of women's issues, human rights and environmental issues , so that they understand and respond constructively to these.
5	To sensitise students to look at the world from the perspective of the less privileged and to respond with concern and in a humane manner.
6	In the context of globalisation, to foster in students a sense of national identity that is secular and multicultural, with respect and tolerance of all cultures and religions.
7	To encourage Christian students to develop their religious convictions in an atmosphere of respect for other faiths and for each individual's personal beliefs .

COLLEGE STAFF

Dr Ananda Amritmahal RSCJ, *Principal*

Ms Jennie Mendes PhD, *Dalmia Professor Emeritus*

Dr Anagha Tendulkar, *Vice Principal (Administration)*

Senior College - Arts

Ms Gilda Pereira, *Vice-Principal*

Economics

Dr Sangeeta Dubey MA PhD

Head of the Department

Dr Sunita Jadhav MA PhD

Ms Nisha Yadav MA

Education

Dr Andrea Coutinho MSc MEd MA PGDEM PhD

Head of the Department

English

Dr Ananda Amritmahal MA BEd LTCL MPhil PhD

Head of the Department

Ms Jihasa Vachharajani MA MPhil

Ms Samrita Sinha MA MPhil

Ms Nishtha Dev MA MPhil

Dr Elwin Susan John MA MPhil PhD

French

Ms Pervine Bhujwala MA BEd

Head of the Department

Hindi

Dr Sumanika Sethi MA MPhil PhD

Head of the Department

Dr Vaishali Pachunde MA MPhil PhD

Ms Smriti Singh MA

History

Ms Swarupa Kamat MA

Head of the Department

Dr Rashna Poncha MA PhD

Ms Firdos Makwana MA BEd

Dr Lata Pujari MA PhD

Philosophy

Dr Trevor Allis* MA MBA PhD

Head of the Department

Dr Roymon T C MA (Eng) MA (Phil) PhD

Political Science

Dr Paul Rozario MA MPhil PhD

Head of the Department

Ms Shahnaz Shaikh MA MPhil

Psychology

Sr Patricia D'Souza MA

Head of the Department

Ms Ahana Sharma MA

Ms Radhika Shanbhag MA

Sociology

Dr Anagha Tendulkar MA PhD

Head of the Department

Dr Rajula Nanji Shah MA PhD

Ms Wilma Monteiro MA

Strategic Communication & Journalism (SCJ) / Mass Media

Ms Lavanya Varadrajan MA

Coordinator

Ms Sonia Khudanpur MA

Senior College - ScienceDr Rajbinder Kaur Dehiya, **Vice-Principal****Chemistry**

Dr Prabha Shetty MSc PhD

Head of the Department

Ms Rochelle Ferns MSc MPhil

Dr P Sirisha Murthy MSc PhD

Ms Tanaz Asha MSc BEd

Ms Lynelle Jeysus MSc

Sr Rajani Khandagale MSc

Ms Anjili Menon MSc

Ms Aiman Quadiri MSc

Life Sciences

Dr Sree R. Nair MSc PhD

Head of the Department

Dr Bhavna Daswani MSc PhD DST Women Scientist – B and Adjunct faculty

Dr Snehal Martin MSc PhD DST Women Scientist – A and Adjunct faculty

Dr Tressa Jacob PhD

Ms Sukaina Abbas MSc

Mathematics & Statistics

Ms Sandra Mendes MSc MPhil

Head of the Department

Ms Vidya Konar MSc

Microbiology

Dr Arjumanara Surti* MSc PhD

Head of the Department

Dr Rajbinder Kaur Dehiya MSc PhD

Ms Shraddha Prabhu MSc

Ms Jyoti Mantri MSc MPhil

Mr Vijay Vig MSc

Ms Ayesha Shaikh MSc

Ms Waheedunnisa Chaudri MSc

Ms Rsoephil Coutinho MSc

Physics

Dr Meeta Saxena MSc PhD

Head of the Department**Zoology**

Dr Roshan D'Souza MSc PhD

Head of the Department

Ms Sandhya Kadiru MSc

Information Technology

Ms Rinjal Jain MSc (IT)

In-charge Coordinator

Mr Gauri Shankar Singh MCA MPhil

Mr Vilas Rodrigues MCA

Ms Saqueba Mistry MSc (IT)

Ms Sidranaaz Qazi MSc

Ms Shaikh Ambreen ME

Quality Assurance

Dr Chinmoyee Vatsyayan MSc PhD

Head of the Department

Ms Valentina Chettiar MSc

Ms Alifya Ansari MSc

Dr Gail Carneiro PhD

*** Guide for PhD, University of Mumbai**

SOPHIA JUNIOR COLLEGE

Sr Annie Peter, **Vice-Principal**
Ms Bina Gonsalves, **Supervisor**

ARTS

Economics

Ms Anuradha Pandey MA BED PGDET
Ms Poonam Yadav MA BED PGDET

English

Ms Jini Joseph MA BED
Ms Nivedita Iyer MA BED
Ms Rupoo Srivastava MA BED

French

Ms Vibha Poojari BCom *Diplôme de Alliance Française*

Health & Physical Education

Ms Shruti Waydande-Kadam MA MPED

Hindi

Ms Ramavati Yadav MA BED MPhil
Ms Sunita Gupta MA BED MPhil

History

Sr Annie Peter MA BED PGDSLML
Ms Firdos Makwana MA BED

Philosophy & Logic

Ms Supriya Bhiwandkar MA BED

Political Science

Ms Grace Pereira MA (Pol Sc) MA (Psy) MEd

Psychology

Ms Grace Pereira MA (Psy) MA (Pol Sc) MEd
Ms Susan Johnson MA BED

Sociology

Ivan John MA MEd LTCL LLCM(TD) PGDHE PGDET PGDSLML MPhil (Edu) MPhil (Soc) PhD
Ms Rochelle Pereira MA BED

Member, Board of Studies

VOCATIONAL

Banking

Ms Shaheena Shekhani MCom PGDSLML
Ms Sana Qureshi MCom

Office Management

Ms Neethu Philip MCom BED

SCIENCE

Biology

Ms Latika Sethi MSc BED
Ms Archana Kulkarni MSc BED
Ms Radhika Patkar MSc BED

Chemistry

Ms Bina Gonsalves MSc BED
Ms Sharmistha Rathod MSc BED
Ms Bushra Shaikh MSc BED

Environment Education

Ms Shiney Gilbert MSc BED

Information Technology

Mr Gauri Shankar Singh MCA MPhil

Mr Vilas Rodrigues MCA

Mathematics & Statistics

Ms Sheelamma Xavier MSc BED

Ms Mayuri Devalekar MSc Bed

Physics

Ms Susan Tharian MSc BED

Mr Anand Tripathi MSc BED

Registrar:

Ms/Mr XYZ

Controller of Examinations:

Dr Hemalatha Ramachandran

NSS Coordinator:

Dr Vaishali Pachunde

**Director, Counselling Centre:
Counsellors:**

Ms Jennie Mendes PhD

Ms Deepika Bhandari MA

Ms Avanti Desai MA

**Coordinator of
Student Activities:**

Sr Rosa Makil

College Library & Computer Centre**Librarian****Assistant Librarian**

Ms Leena Krishnan MA BLIS

Mr Louis Oliveira
Ms Leena Correia
Ms Shubhara Adarkar
Ms Sharon D'souza
Ms Bhavika ParmarMr Vilas Rodrigues
Mr Rajesh Jadhav
Ms Naina Karangutkar
Ms Jaloo Bharucha
Ms Devyani Dakle**Administrative Office****Office Superintendent**

Ms Boskey Martis

Ms Juliana D'Costa
Ms Drinal Lopes
Mr Joseph Fernandes
Mr Domnic D'Souza
Ms Savia Fernandes
Ms Amirabi Khan
Mr Deepak KambleMs Rita Gonsalves
Ms Ida D'Silva
Ms Thecla Rodriguza
Mr Amit Mestry
Mr Subodh Lad
Mr Hirachand Patil**Accounts Office**Mr Savio Fernandes
Ms Anita Menezes
Ms Roshal Gonsalves
Mr Vishal GirdharMs Lovina Fargose
Ms Swidal D'Cunha
Mr Kiran Kamble**Laboratory Assistants**Mr Ramesh Ramane
Mr Rampratap YadavMr Chetan Lingayat
Mr Ajay Yadav**Attendants & Support Staff**Mr Nazir Husain Shaikh
Mr Krishna Wavekar
Mr Vilas BambarkarMr Siddharth Kalambe
Mr Pravin Lingayat
Mr Rajan Perumal

Mr Ravindra Dhuri
Mr Milind Kadam
Mr Kishore Waghela

Mr Shantaram Tambe
Mr Suresh Bargode
Mr Jaywant Bambarkar

Mr Mangesh Lingayat
Mr Mahendra Bhingare
Mr Manohar Gurav
Mr Sachin Khedekar
Mr Rajesh Lanjekar

Mr Vilas Gurav
Ms Shobna Waghela
Mr Sanjay Khedekar
Mr Sachin Bhuvad
Mr Kiran Rajput

Management Staff

Mr Ankush Salkar
Mr Alex Ludrick
Mr Elias Correia
Mr Gurunath Bambarkar
Mr Himmat Solanki
Mr Avinash Narkar
Mr Gajanan Gurav
Mr Vaibhav Kamble
Ms Daksha Jadhav
Mr Ganesh Jadhav
Ms Balamani Likkimani
Mr Pritam Tambe
Mr Sachin Shirsekar
Ms Sonali Dhaval

Mr Chetan Rathod
Mr Prakash Solanki
Mr Ravindra Pawar
Mr Ashish Kadam

Mr Prakash Lakra
Mr Sumit Wavekar
Mr Dilip Karangutkar
Mr Prem Kujur
Mr Shyam Gurav
Mr Rahul Wavekar
Mr Dasharath Khandekar
Mr Sanket Ramane

Administrative Assistants

Ms Eliza Aranha
Sr Poonam Gaikwad

Receptionists

Ms Dakshayini Bhat
Ms Munira Khan Ali
Mr Sandeep Kamble

SOPHIA COLLEGE HOSTEL

Sr Rajani Khandagale, **Coordinator**
Dr Lata Pujari
Sr Josephine Pereira
Ms Sumathy Pinto

Hostel Kitchen Staff

Mr Babu Davande
Mr Michael Claso
Mr Georgei D'costa
Mr Walter Kujur
Mr Amit Kispotta

Mr Jaanu Tambe
Mr Mohd. Moti Rahaman
Mr Ramesh Tambe
Mr Tushar Kamble
Mr Harish More

ACADEMIC TIME TABLE 2020 - 2021

Day / Timing							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Class Teacher/Coordinator :.....

Class Representative:

Asst. Class Representative:

Sophia College Number: (022) 351 2642 / 2352 3304 *[Between 8 a.m. and 8 p.m.]*

Email address: (**Link:** <https://sophiacollegemumbai.com/contact.aspx>)

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SENIOR COLLEGE TEST/EXAMINATION SCHEDULE**INTERNAL CLASS TESTS/ SUBMISSIONS/ VIVA etc**

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

12			
13			
14			
15			
16			
17			
18			
19			
20			

ODD SEMESTER EXAMINATION TIME TABLE 2020

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

EVEN SEMESTER EXAMINATION TIME TABLE 2020

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE
MID-TERM TEST /FIRST UNIT TEST TIME TABLE 2020

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE
MID-TERM TEST /SECOND UNIT TEST TIME TABLE 2020-2021

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE
FIRST TERMINAL EXAMINATION TIME TABLE 2020

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

**STD. XII PRELIMINARY EXAMINATION /
STD. XI FINAL EXAMINATION
TIME TABLE 2021**

SUBJECT	DATE	TIME	MARKS OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

MAHARASHTRA STATE - H.S.C. EXAMINATION
Internal Assessment component Schedule 2020 - 2021
[for Oral Exam. / Practical Exam. / Viva]

SUBJECT	DATE	TIME	MARK/ GRADE OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

MAHARASHTRA STATE - H.S.C. EXAMINATION
Internal Assessment Schedule 2020 - 2021
[for Application Based Test]

SUBJECT	DATE	TIME	MARK/ GRADE OBTAINED [#]
1			
2			
3			
4			
5			
6			

MAHARASHTRA STATE H.S.C. EXAMINATION
Written Examination TIME TABLE 2020-2021
[Time Table issued by HSC Board]*

SUBJECT	DATE	TIME	MARK/ GRADE OBTAINED [#]
1			
2			
3			
4			
5			
6			
7			
8			

* The HSC Time Table that is displayed on the College Notice Board, prior to the HSC Written Examination is considered as the actual Time Table. **Do not rely on any online versions or time tables shared on social media.**

Your HSC 'Internal component' marks are *confidential*. These marks will be sent to the HSC Board. The Board declares the Result Online, after which you will get your *Individual Marksheet*.

CLUB / ASSOCIATION MEMBERSHIP & EVENTS

No.	Club	'Go To' person (Contact information)
1		
2		
3		
4		

CLUB/ASSOCIATION EVENTS 2020-2021

Date	Club and Event

SIGNIFICANT ANNUAL EVENTS

PRIZE DAY

The month of August is marked by the College Annual Prize day, where recipients of various academic, sports, cultural and other prizes, awards, scholarships are honoured. Research Scholarships are also awarded to members of staff on this occasion.

KALEIDOSCOPE

This Sophia College Festival has already completed its Silver Jubilee. It is spearheaded by students with immense energy, ideas, zeal, dreams and a strong vision. The workforce for K'scope is enormous; it includes Junior College, UG and PG students. Planning for this major event begins several months prior to the actual festival - which is held in the early part of September. Kaleidoscope continues to be a prestigious festival in Mumbai city.

ANANYA

This small-scale festival is held in the month of December and is usually handled / organized by various departments. There are numerous collaborative efforts made to invite specialists/experts to lead various discussions/ games/ competitions/ exhibitions etc. The special 'kichdi' lunch prepared by our QA students, for literally everyone, has become a regular feature of Ananya.

MUNSOPHICAL

Plenty of excitement fills the air with the yearly Munsophical event, which attracts students from several colleges. It is likened to the Mock UN event. The focus is on issues of national and global concern.

COLLEGE DAY

December 12th is the birth anniversary of Madeliene Sophie Barat, who started the RSCJ community in France; and Life Members of this community founded Sophia College, Mumbai. The day begins with a Mass in the College Chapel, followed by a formal ceremony during which staff who have completed 25 years of service in Sophia College are recognized; and the grand finale is the fun-filled two-hour cultural programme presented by Sophia students from every class as well as college staff. On this occasion, the Sophia Bhabha auditorium is always filled to capacity, so you are strongly urged to get to the event well before time!

SPORTS DAY

An event that students and staff look forward to is College Sports and Athletic Meet. This takes place at the University of Mumbai Sports Pavilion, near Marine Lines. It begins with a colourful March Past and numerous field and track events for Junior and Senior College students and staff of the college. The CUC versus Staff Tug-of-War is one of the highlights of the day. Prizes, Certificates and Medals for various sport and athletic events are awarded on this day.

TALENT DAY

The special skills and abilities in music, dance, mimicry, acting, compering, of our junior college learners get showcased on Talent Day, in the third week of December.

CHRISTMAS WISHING

Two days prior to the Christmas break, a Christmas Wishing program is held in the Multipurpose Hall. It's a wishing program which revolves around the Christmas message through word and song.

ITECHNOTHON

The Department of Information Technology organizes an intercollegiate techfest which includes events like Gaming, Quiz's, Debates and other competitions. The event usually takes place in January/February.

QA CONVOCATION

Sophia College confers its PG Diplomas in Quality Assurance (PGDQA) on successful students of the Quality Assurance Department. Their unique invitation to this annual event and personal style have maintained its stamp of difference year after year.

DEGREE CONFERRING CEREMONY

This event marks the culmination of your Undergraduate or Postgraduate programme of study at Sophia College (Autonomous). Indeed, this is a milestone in the life of every learner who successfully completes their formal education. This solemn event, in appropriate academic dress, takes place in February/March at the Sophia Bhabha Auditorium. A person of eminence is invited to deliver the address and confer the degree on awardees. The degree is awarded and issued by the University of Mumbai.

Note: Due to the prevalent environment amidst the challenges posed by Covid-19, many of the above events have now moved to a virtual space. Some events can not be held as a result of the restrictions that we are required to follow.

STUDENT SERVICES

Counselling Centre

The Centre is located on the first floor of the Sophia Andersson Annexe. It offers students a professional and formal resource in times of personal stress as well as opportunities for individual and group enrichment. The activities of the Centre focus on *three* broad areas:

- ✓ **Psychological Counselling** for individuals, as well as group sessions for growth enhancement.
- ✓ **Vocational Testing and Guidance** with a view to assisting students to discover their aptitudes and talents, to make suitable subject choices in college, and career choices in the future. (A nominal fee will be charged.)
- ✓ **Values Clarification** – To enable students reflect on life and various social issues, to arrive at their own convictions and adding meaning/purpose to their lives.

Placement Cell

The college has a full-fledged Placement Cell comprising of a committee of staff and students. The office-bearers of the College Union Committee (CUC) in collaboration with the Sophia College Ex-Students/Ex-Staff Association (SCESA) have established 'Career Connections' which focuses on four areas - Placement, Higher Education, Internships and Entrepreneurship. Each area is headed by a student. The cell also organizes workshops, campus interviews, tests for graduating students.

Information received by email concerning job and internship opportunities is also displayed on the Placement Cell notice board.

Student Redressal/Complaints Cell

There is a **Students' Grievance Redressal Committee**. In case of any grievance the concerned student must give her/his application in writing to the Principal, for placement before the Committee.

A **Student Grievance Box** is kept at the office of the Co-ordinator of Student Activities for students to deposit their suggestions or complaints, anonymously, if they so wish.

Besides these, the Co-ordinator of Student Activities and College Wardens are available to listen to grievances and to help students in their day-to-day problems.

Student Aid Fund (SAF)

The Student Aid Fund is built up from contributions from fund-raising drives and is enhanced by contributions from parents, well-wishers and alumnae. This is in keeping with the spirit of Sophia College, which has always sought to help the disadvantaged.

Students' Text- Book Association (STA)

This association lends text-books to deserving students for one academic year. Those who wish to apply for some text-books should fill in an application form at the beginning of the academic year. Books should be returned within a week after the end of the final examination.

NOTE: Applications for both SAF and STA must be made on the prescribed form, obtainable from the **Coordinator of Student Activities** and **Warden** respectively, and should be submitted by the stipulated dates.

Government Scholarships

- Government of India Freeships for the Economically Backward Class (EBC) are available.
- Full Tuition Scholarship for students of Scheduled Caste (SC) and Scheduled Tribe (ST).
- A student whose parent is a Primary/Secondary school teacher may apply for a scholarship if she has obtained a First Class in the SSC/University Examination.

Eligible students may obtain the relevant Scholarship Application Form from the Accounts Office. The duly filled in forms are to be submitted at the beginning of the academic year.

Canteen

A centrally-located canteen serves staff and student needs. Vegetarian and non-vegetarian food is available at the College Canteen. The Canteen is a reasonably-priced, self-service canteen. Hot/Cold Beverage counters are provided in the canteen extension and near the central lawn.

You are requested to stand in queue when paying for your food tokens or collecting food/beverages. Also keep the canteen clean. Rearranging canteen furniture is only permitted for authorized class/club events. Dispose off waste appropriately in wet/dry bins explicitly kept for this purpose. Return plates, cups and cutlery in the tubs. You are encouraged to carry your own mug (for beverages) to help minimise the use of paper cups.

A **Canteen Suggestion Box** is kept in the canteen, for any student (or staff) to provide constructive suggestions, feedback and/or complaints. (Please keep photographic evidence of food that is contaminated or unhygienic.) Please also report such matters directly to the Canteen Manager at the time of your grievance.

Sophia College Bookshop

The College Bookshop caters to the multiple needs of all students and staff of Sophia College and our campus institutions. It was established to serve our requirements on campus. You are encouraged to purchase Textbooks, Reference materials, study materials/notes, stationery from the bookshop. Prescribed Textbooks for all Junior College courses, which are sanctioned and published by Balbharati (Maharashtra State Textbook Bureau), Pune are available. For some courses there are journals and workbooks also.

Photocopy Counters

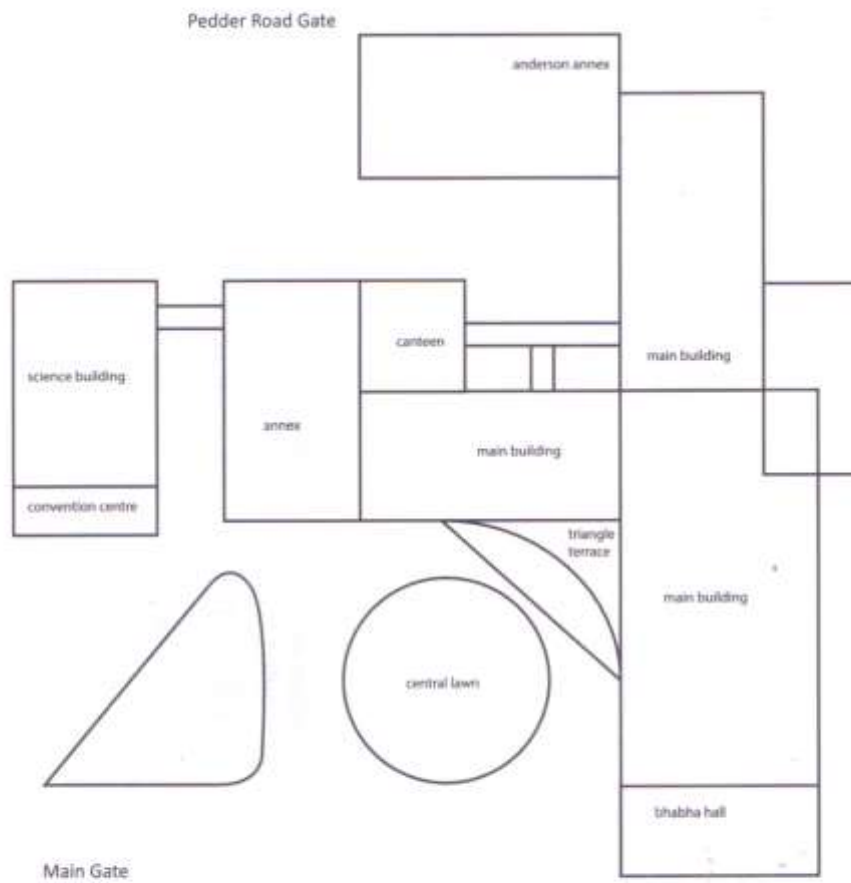
Photocopy Counters are provided for all students and staff. They are located in the College Library, Sophia Andersson Annexe and near the central lawn. Learner resources for Degree college students are available at the counter in Sophia Andersson Annexe. Learner resources for Junior College are available at the counter near the central lawn/Sports Club.



Kindly note: Many of these services are curtailed/unavailable due to the pandemic. Please always enquire **before you travel to college to avail of these services. You will find information regarding contact numbers and email addresses on the Sophia College website. (www.sophiacollegemumbai.com)**

SOPHIA COLLEGE LAYOUT

MAP OF FULL CAMPUS



Finding your way around Sophia campus ...

ARTS BUILDING - Main 'Heritage' Block

Basement	Gymnasium/Sophia Sports Club Photocopy Centre, Hot/Cold beverages Stall
Ground floor	Principal's Office, Warden's Desk, Red Chair Room Junior College Vice-Principal's Office Senior College (Arts) Vice-Principal's Office National Service Scheme (NSS) Office Accounts' Office, Administrative Office IQAC (Internal Quality Assurance Control) Cell Hostel Dining Room (<i>access restricted to hostel residents</i>) Multipurpose Hall (MPH) "Students' Den" (room behind Chapel) Office of the Coordinator of Student Activities, Reception/Telephone Operator College Chapel
1st floor	Hostel (<i>access restricted to hostel residents</i>) Sisters' residence (College Community)
2nd floor	Room Nos. 1 - 12 M K Tata Information Centre (College Library) – stack area, circulation counter, audio-visual section, and reference room

ARTS BUILDING - Rear Extension

Ground floor	Hostel Kitchen, Room No. 15 Workshop
1st floor	Room Nos. 13 & 14 Geeta Israni Centre for Quality Assurance, BMM (Mass Media Department) Office
2nd floor	Sisters' residence (K P Community)
3rd floor	Hostel (<i>access restricted to hostel residents</i>)
4th floor	Room Nos. 18, 19 & 20 Staff Common Room

ARTS BUILDING - Library Extension

Ground floor	Staff Dining Room, Canteen and Canteen Extension
1st floor	A V ROOM (Front and Back) Computer Laboratories: Nos. 1 – 4
2nd floor	General Staff Room Room Nos. 28, 28A (BSc IT lab 2) & 29
3rd floor	College Library: Librarian's office, Reading room, Internet/Photocopy counter and Fiction Library section

BHABHA INSTITUTE OF SCIENCE

Basement	The Suman and Ramesh Tulsiani Convention Centre
Ground floor	Chemistry Department and laboratories Microbiology Department and laboratory Room Nos. 25 & 26 Senior College (Science) Vice-Principal's Office Indian Bank - <i>Extension Counter</i>
1st floor	Biochemistry Department and laboratory Chemistry laboratory Microbiology MSc laboratory Room No. 21
2nd floor	Physics Department and laboratory Room Nos. 22, 23 and 24

	Office of Sophia Jr. College <i>Supervisor</i>
3rd floor	Life Sciences Department and laboratories Zoology/Biology Department and laboratory
4th floor	Suman Tulsiani Research Centre Psychology laboratory Room No. 27 Chemistry MSc Laboratory

SOPHIA ANDERSSON ANNEXE

Ground floor	Photocopy Centre Room No. 30 Sophia Centre for Women's Studies & Development
1st floor	Room Nos. 31, 32 & 35 J N Heredia Counselling Centre stairs leading to the BA (SCJ)/BMM Department & Office Geeta Israni Centre for Quality Assurance
2nd floor	Room Nos. 33 & 34 A V (Audio Visual) HALL
3rd floor	BSc (Information Technology) Department BSc (IT) Lab. 1 Room Nos. 36 & 37

FOR YOUR INFORMATION

College Address: Sophia College (Autonomous)/ Sophia Jr. College
Bhulabhai Desai Road
Mumbai
Maharashtra
400 026

Website: www.sophiacollegemumbai.com
Email: sophiacollegemumbai@gmail.com
Contact: 022-2351 2642 / 022-2352 3304 (Only between 8 a.m. and 8 p.m.)

Access: Via Breach Candy or Peddar Road
Closest Railway station: Grant Road (Western Railway)
BES&T Bus 155 (circular route: Grant Road West via Haji Ali/Jaslok Hospital back to Grant Road.) Buses on Peddar Road (Cumballa Hill PO stop include 28, 33, 57, 83, 84 Ltd, 86, 88, 93. Buses near Breach Candy hospital stop include 63, 80Ltd, 132)

**PLEASE WEAR YOUR MASK CORRECTLY,
SANITIZE YOUR HANDS & MAINTAIN PHYSICAL
DISTANCE, WHENEVER YOU LEAVE YOUR HOME.**

THANK YOU

YOUR PERSONAL INFORMATION

Your **Name** (as on official College Records):

First Name	
Middle Name	
Last Name (or Surname)	

Your **Address**:

Room/Flat/Floor	
Name of building/apartment/chawl	
Landmark (if any)	
Road/Street/Sector	
Place	
District	
State	
Pin Code	

Your 10-digit **Mobile Number**:

Your **Blood Group**:

Your 12-digit **Aadhar Number**:

Name & Contact information of person(s) to contact **in case of an emergency**:

Name	Relationship	Contact Number and Email address

VACCINATION INFORMATION

<i>First Dose taken on:</i>	
<i>Second Dose taken on:</i>	

COLLEGE SONG

सोफिया कॉलेज गीत

नाम सोफिया विवेक है बता रहा
 प्रेम ज्योति-हृदय बीच जो जगा रहा
 मुक्त करो प्रभु! हमको अशुभ भीति से
 ध्यान रहे सतत प्रभु निकट है यहाँ । नाम.....

भौतिक दुःख-पीडा को दूर हम करें
 ईशार्पण तन-मन बल हम सदा करें
 हृदय हमारे प्रभुके चरण में चढ़ें
 जीवन है सत्यं शिवं के लिए रहा । नाम.....

जीवन-पथ प्रभु-इच्छाधीन हमारा
 नींव हमारे सुख की प्रेम तुम्हारा
 निर्मल स्वातंत्र्य रहे ध्येय हमारा
 साधन मोक्षार्थ तुम्ही, अन्य गति कहां । नाम.....

SOPHIA COLLEGE SONG

For Wisdom stands Sophia's name
 And sets our hearts with love aflame.
 O God, free us from craven fear,
 And may we know that Thou art near.
 We long to soothe all earthly pain;
 We pledge to Thee our might and main;
 Our hearts we offer Thee anew:
 Our lives shall stand for all that's true.
 Thy wisdom shall direct our way;
 Thy love shall be our joy and stay;
 Our goal shall be true liberty;
 Our freedom founded first in Thee.

CODE OF CONDUCT

1. All students are accountable to the Principal and to the Vice-Principals/Course Coordinators for their conduct on campus.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of the College, HSC Board and University of Mumbai. They undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision shall be final.
3. **Ragging is strictly prohibited.** Students found indulging in ragging will be expelled. There is zero tolerance for bullying or teasing. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.
4. **Attire:** As an educational institution in an Indian context, Sophia students are expected to abide by a fairly reasonable and modest dress code while on campus, even if you might be permitted by your families to dress differently elsewhere. Students are urged to internalize this expectation.
5. **College Excursions/Outings:** These are organized by faculty members after prior sanction of the Principal. Accurate information must be provided to the college, and specific information regarding health or other needs *prior to* the commencement of the field trip/tour/excursion etc. Written parental consent has to be submitted to the Teacher-in-charge in advance. All trips will have a female staff member accompanying the group.
6. **College Canteen:** It is a *self-service canteen*. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). You will make yourself liable for penal action if you violate this norm.
7. **Mobile Phone use:** Please do not use mobile phones in the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you may not use the sockets on campus for this purpose. Violation of this rule will lead to confiscation of the device and levy of a fine.
8. **Personal Responsibility:** The College cannot take responsibility for your own belongings - if these are lost or stolen. With over 150 CCTV cameras on campus, we hope they serve as effective deterrents. Please be alert and safeguard your property.
9. **College Property:** The college properties and its infrastructure are for your use and for generations of students yet to come. Please take care of the same and do not deface nor damage it. A student who is found to have damaged college property will have to make good the damage done.